Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
January 24, 2019

The Executive Committee of Ozark Opportunities, Inc. Board of Directors met at the central office of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:35 p.m. on Thursday, January 24, 2019.

Committee Members Present:
Paulette Hill  Hon. John Massey  Sandra Holt  Debra Clemons
Via telephone

Committee Members Absent:
Hon. Roger Hooper  Gloria York

Staff Members Present:
Richard Atkinson  Shirley Richesin  Jane Bueg  Rebecca Hanlin
Ryan Clayborn

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill welcomed all in attendance, declared a quorum present, and with the consent of the body, called to order the meeting of the Executive Committee of Ozark Opportunities, Inc. Board of Directors at 3:35 p.m.

The primary purpose of the meeting is to take action on the monthly financial reports, Board Training Schedule, and Agency Progress Report.

2. Meeting Minutes – Review and Approval:

- Debra Clemons moved to approve the minutes of the November 13, 2018 meeting of the Executive Committee. Hon. Massey seconded. Motion carried unanimously.

3. Training:

A. Patricia Murray, Child Development Supervisor, provided training on HS/EHS Disabilities Services. She covered compliance areas including timelines, providers, referrals, services and 10% enrollment rule.

B. Shirley Richesin, CFO, provided training on Agency Audit Requirements, including audit specifications and the current RFP for Audit services.

4. Board Training Schedule:

Richard Atkinson, CEO, reviewed the OOI Board Training Schedule for 2019.

- Hon. Massey moved to approve the Board Training Schedule for 2019. Debra Clemons seconded. Motion carried unanimously.
5. Finance Report:

Shirley Richesin, CFO, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 12/31/18 for Community Service Block Grant, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap December 2018 (credit card purchase documentation was present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and Balance Sheet as of 1/23/2019.

6. Acceptance of Finance Report:


7. Program Updates:

A. Child Development

Hon. Massey departed the meeting at 4:40 p.m.

Mr. Atkinson updated the committee on child development programs. The federal review of HS/EHS was conducted January 14-18, 2019; we are awaiting the official report. EHS Expansion Grant was submitted by the deadline; results are pending.

Mr. Atkinson continues to have conversations with Tawnya Williams, Director of Division of Child Care and Early Childhood Education regarding Child Care and Development Block Grant funds for infant/toddler care for working parents or those going to school.

Enrollment and attendance at all of our child development centers is great.

B. Community Services

Rebecca Hanlin, Community Services Manager, provided updates on the division’s activities, staffing and status of the next round of micro-shelter projects.

Mr. Atkinson noted that there is no update on OCS plan to change the allocation formula for CSBG funds. Reallocation by poverty population could have catastrophic consequences for OOI; with a dramatic decrease in funding.

8. Acceptance of Agency Progress Report:

- Debra Clemons moved to accept the Agency Progress Report. Sandra Holt seconded. Motion carried unanimously.
9. Corporate Services Update:

Jane Bueg, COO, reported on employment actions to date: Rebecca Dotson hired as Outreach Worker for Boone/Newton Counties Community Services, departures include Crystal King - MH EHS Teacher, Kayla Wilburn – Harrison HS Teacher Assistant, Debbie Fink – MH ABC Teacher, and Bambi Bowden – Outreach Worker for Baxter/Marion Counties. Vacancies are Harrison HS Teacher Assistant, MH EHS Teacher, MH ABC Teacher (filled by long-term substitute), and Baxter/Marion Outreach Worker.

Ms. Bueg informed the committee that OOI employees would have access to an Employee Assistant Plan (EAP) through the life insurance benefit. Employees can access a licensed professional counselor via toll free 24/7 access who can help with stress, depression, anxiety, relationship issues, divorce, job stress, work conflicts, anger, grief and loss and more.

10. Adjourn:

Mr. Atkinson provided the committee with a Board Membership update. The Committee has tentatively set a telephone meeting for February 20, 2019.

Meeting adjourned at 5:30 p.m.